

DEPARTMENT OF HEALTH SERVICES

714,744 P STREET

SACRAMENTO, CA 95814



April 26, 1985

To: All County Welfare Directors
County Administrative Officers

Letter No. 85-29

MEDS ELECTRONIC MAIL SYSTEM

An Electronic Mail System (SYSM) has been installed on MEDS to facilitate the passing of messages between various state and county offices. SYSM is designed as an efficient and fast means of delivering the day-to-day correspondence as well as the important "need to get it there now" messages. SYSM is designed to be used by all personnel, including office support to professionals, whether or not they have any computer experience. All that is required is a SYSM user ID and a password that is different from the MEDS name and password, and a computer terminal with access to the MEDS system.

Enclosed with this letter are two attachments. Attachment I is a training guide on how to gain access to and use SYSM. All County MEDS Coordinators have access to SYSM and can grant access to appropriate members of their staff. Attachment II is a list of the MEB, MEDS Liaisons who will be available to assist in gaining access to and training on SYSM. After you have had time to review the SYSM training guide please contact the liaison assigned to your county so that you may begin using the SYSM system. If we have not heard from you within two weeks of receiving this letter, your county's assigned liaison will contact your MEDS Coordinator and assist in bringing your county up on the system.

It should be noted that the electronic mail system was designed to automatically shutoff after twenty minutes of non-use. That design feature has been changed and you will not be automatically logged off. SYSM will remain in use until you logoff or the MEDS system is shutdown for the night. You need to be aware of this feature as terminals left unattended after logging on to SYSM could be used by others to send and receive messages using your SYSM user ID.

All County Welfare Directors
County Administrative Officers

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If you have any questions, please feel free to contact your State
MEDS Liaison.

Sincerely,

Original signed by

Doris Z. Soderberg, Chief
Medi-Cal Eligibility Branch

Attachments

cc: Medi-Cal Liaisons
Medi-Cal Program Consultants
MEDS Liaisons

EXPERATION DATE: July 10, 1985